

The Leesburg Tree Commission met in regular session on Monday, October 16, 2000 at 7:30 p.m. in the lower level meeting room, 25 West Market Street, Leesburg, Virginia. Members present were: Ms. Anne Wall, Mr. John Groothuis, Mr. R. Max Peterson, Mr. Jim Hicks and Mr. William Wolf.

**MINUTES**

The minutes of the August 21, 2000 meeting were approved as amended.

**ELECTION OF OFFICERS**

Mr. Groothuis was elected Chairperson for the Leesburg Tree Commission and he presided over the meeting.

**PUBLIC COMMENT**

Mr. Michel M. Agujia, the Director of Information Technology for the Town of Leesburg was a guest speaker at the meeting. He said that he is briefing the various commissions on the types of support the Information Technology (IT) Department can provide. As an example of this, he said they can provide projectors, laptop computers and power point presentations and actually run the presentations during meetings. The IT Department can also help with putting minutes or announcements on the web page.

Mr. Banks pointed out that the web page for the Tree Commission is something to be proud of because there is a lot of information available in it. It contains more information than some of the other commissions.

**OLD BUSINESS**

Mr. Groothuis spoke to Mayor Webb about the small tree Arboretum. Mr. Groothuis heard that the item is currently in the Parks and Recreation Department overall plan. When it comes for review, the Tree Commission will see what the consultant recommends.

Ms. Wall asked about the status of the Eastern Gateway project. Mr. Banks said that he received the VDOT permit today. The next step is for Miss Utility. Mr. Banks said he located the area and trees and will flag it on October 17, 2000. Mr. Banks will call the contractor, Twin Oaks Landscape in Fairfax, and has an open purchase order for installation.

**NEW BUSINESS**

No discussion.

**COMMISSIONER COMMENTS**

Mr. Hicks is investigating the elm research institute program for promoting the planting of elm trees. He just received a package in the mail on October 16th. The trees are not free. He will study the material for the November meeting.

Mr. Hicks said that the Tree Commission needs to focus more attention and dedication on the two big annual events (i.e., Garden Show and Arbor Day). Better logistics is needed when coordinating these events. The booth at the Garden Show can not be manned by just one person. This needs to be kept in mind when doing long range planning. The Arbor Day event isn't that difficult to plan because it is only four hours long.

Ms. Wall commented that there are many meetings that take place to plan for Arbor Day in April. Ms. Wall will go to the preliminary meetings and will keep the Tree Commission apprised. The first meeting is November 3rd. The Tree Commission not only has a stake in this event but is a monetary supporter of it. This is required for Tree City status.

Mr. Peterson provided an update on the Conservation and Reinvestment Act funding which is currently being addressed in Congress.

Ms. Wall asked that agendas include the term expiration date after each members name. This will put the burden of responsibility on the individual. Mr. Banks commented that all members' terms expire in June.

Mr. Banks said the seedling catalogue from the Virginia Department of Forestry should be available by the next meeting. The Commission has \$500 for a selection.

Discussion was held on the budget for the Eastern Gateway and Arboretum development. \$5,000 is allocated for each, but it is not a line item and funds can be combined. Ms. Wall asked that the Tree Commission start talking about tree selection and have a decision made by December or January.

There being no further business, the Tree Commission adjourned at 8:17.

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Jay S. Banks, Town Arborist

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Kathy Kidwell, Recording Secretary